

The Board of the Logan County Health District met in regular session on Wednesday, February 6, 2013. In the absence of the President, Vice President Henschen called the meeting to order at 1:00 p.m. followed by the pledge to the flag. Members present on roll call: Mr. Henschen, Mrs. Price, Mr. Alloway, Dr. Varian, Mrs. Watkins. Staff members in attendance were Health Commissioner Dr. Boyd C. Hoddinott, Administrator Lisa G. Downing, Director of Nursing Kay Schroer, and Environmental Health Director Craig D. Kauffman. Guests included Bob Harrison, Grant Peper, Bob Netzley, Adam Brannon, Christie Brannon, Lisa Engle, and John Clary. Reporter Mandy Loehr of the *Bellefontaine Examiner* was also in attendance.

IN THE MATTER OF MINUTES

It was moved by Dr. Varian and seconded by Mrs. Price that the Board approve the minutes of the January 2, 2013, regular meeting as mailed. Ayes: Mrs. Watkins, Mr. Alloway, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF MONTHLY BILLS

Noting that vouchers for recurring and time-sensitive bills were submitted to the county auditor on January 4th, 11th, 18th, and 25th, it was moved by Mrs. Price and seconded by Mr. Alloway that the Board confirm the bill vouchers and order the current bills paid. Ayes: Dr. Varian, Mrs. Watkins, Mr. Alloway, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF BOARD EDUCATION

Corinne Riegler, Emergency Preparedness Coordinator/Public Information Officer, educated the Board on the health district's recently-updated Emergency Response and Crisis Communication Plans. The Board and its employees are required to review the document annually, and Mrs. Riegler reviewed the basic plan, resource management, points of distribution, authority, responsibility, emergency phases, and crisis communication during her presentation.

IN THE MATTER OF PUBLIC FORUM

No one was present for the public forum.

IN THE MATTER OF NUISANCE ORDER UPDATE – G. PEPER

On January 2, 2013, the Board granted an extension until today for Grant Peper to show substantial improvement to his vacant open house at 9739 East Lakeshore Drive, Huntsville, to avoid condemnation. Mr. Peper was present and recognized to address the Board, as was Stokes Township Zoning Officer Bob Netzley. The nuisance continues to exist according to Mr. Netzley, while Mr. Peper stated that new roof trusses are in place and he has the metal to complete the roof project. This was confirmed by sanitarian Lisa Engle who inspected the property earlier today, who also stated that the structure is not secured due to the open roof. Following review of current photographs of the property, and Mr. Peper's contention that his progress has been hindered by finances as well as weather conditions, it was moved by Mr. Alloway that the Board allow Mr. Peper one additional extension to the date of the March Board of Health meeting to complete the roof. Dr. Varian seconded the motion and ayes were unanimous. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION – T. SMITH

Environmental Health Director Craig D. Kauffman presented the annual performance evaluation for Safety and Sanitation Coordinator Timothy Smith, noting a job development inventory score in the *Achieves* range for the 27-year employee. It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept the review. Ayes: Mrs. Watkins, Mr. Alloway, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF PROPOSED SEWAGE REGULATIONS

Following comments by Environmental Health Director Craig D. Kauffman regarding proposed sewage rule changes to Ohio Administrative Code 370-29, it was moved by Dr. Varian and seconded by Mrs. Price that the Board submit the notes and comments drafted by Mr. Kaufman to the Ohio Department of Health and State legislators. Ayes: Mr. Alloway, Mrs. Watkins, Mrs. Price, Dr. Varian. Nays: none. Motion carried. (See document in Notes to Minutes.)

IN THE MATTER OF PLUMBING CONTRACTORS MEETING

Mr. Kauffman announced that the Logan County Health District and Logan County Building Authority will hold a joint informational meeting for registered plumbing contractors at the Ohio Hi Point Career Center on February 20, 2013, from 4:00 to 7:00 pm. Topics to be covered will include 2011 OPC, proper venting, water treatment units, water heaters, and changes in the 2013 RCO.

IN THE MATTER OF ANNUAL EVALUATIONS – L. KITE/A. HARTSHORN

Director of Nursing Schroer presented the annual performance evaluations for Home Health staff nurses Linda Kite and Alberta Hartshorn as completed by Home Health Supervisor, Jennifer Wren. Ms. Hartshorn is completing her first year with the health district and was present and introduced to the Board. Noting job development inventory scores in the *Achieves* range for both employees, the following action was taken.

It was moved by Mr. Alloway and seconded by Mrs. Price that the Board accept the annual review of Linda Kite. Ayes: Mrs. Watkins, Dr. Varian, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

It was moved by Dr. Varian and seconded by Mrs. Price that the Board accept the annual review of Alberta Hartshorn. Ayes: Mrs. Watkins, Mr. Alloway, Mrs. Price, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF IMMUNIZATION ADMINISTRATION FEE ADJUSTMENT

Mrs. Schroer announced that the Center for Medicare and Medicaid Services (CMS) has authorized an increase in the administration fee for non-Medicaid Vaccines for Children (VFC). It was moved by Mr. Alloway and seconded by Mrs. Price that effective March 1, 2013, the Board increase the administration fee for all immunizations (child and adult) administered by the health district to \$20.00. Ayes: Dr. Varian, Mrs. Watkins, Mrs. Price, Mr. Alloway. Nays: none. Motion carried.

IN THE MATTER OF NURSING REPORT

The nursing director announced that flu shots will continue to be offered through the month of February at Tuesday afternoon walk in clinics. The following nursing statistics for December, 2012, were then presented.

Home Health: 36 patients; 11 admissions; 161 RN visits; 38 HHA visits; 77 PT visits; 51 OT visits, 3 ST visits

Public Health: 4 lead case management; 3 pediatric nurse assessments; 2 TB clinics/5 skin tests; 5 BCMH visits/35 contacts; 9 newborn home visits; 1 HIV/Hep C clinic/1 client; 9 head lice checks

Immunization Program: 28 child clients/81 injections; 18 adult clients/21 injections; 90 flu shots

Women, Infants and Children: 44 new clients; 148 recertifications; 1006 total participants

Communicable Disease: 11 confirmed- Chlamydia (5); Gonorrhea (1); Hepatitis C (1); Influenza (3); Yersiniosis (1)

Health Education: 2 other agency classes/2 attendees

IN THE MATTER OF FINANCIAL REPORT REVIEW

Administrator Lisa G. Downing presented health district financial reports for the month of December, 2012, including a year end budget vs. actual for all funds. She reported a 12/31/12 cash balance in the general fund of \$594,135, an annual net loss of \$114,213, and a total annual net loss for all combined funds of \$134,567. It was moved by Dr. Varian and seconded by Mr. Alloway that the Board authorize Vice President Henschen to approve review of the reports. Ayes: Mrs. Price, Mrs. Watkins, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ROUTINE BOOKKEEPING TRANSACTIONS

It was moved by Mrs. Watkins and seconded by Mrs. Price that the Board confirm the following bookkeeping transactions necessary to meet routine operating expenses completed by the Administrator during the month of January. Ayes: Mr. Alloway, Dr. Varian, Mrs. Price, Mrs. Watkins. Nays: none. Motion carried.

New General Fund Revenue Line Items

- 063-800-14001 Manufactured Home Placement Inspection Single Wide
- 063-800-14002 Manufactured Home Placement Inspection Double Wide
- 063-800-14003 Manufactured Home Placement Late Fees
- 063-800-14004 Manufactured Home Placement Reinspection

Transfer of Appropriated Funds

Water Well Fund 050

- \$775.00 From 050-400-01040 Lab Supplies To 050-400-01030 Lab Fees
- \$500.00 From 050-400-01060 Lab Equipment To 050-400-01030 Lab Fees

IN THE MATTER OF AGREEMENT RENEWAL – MARY RUTAN HOSPITAL

It was moved by Mr. Alloway and seconded by Mrs. Price that the Board renew the agreement with Mary Rutan Hospital to perform fluoroscopic dysphagia evaluations (Modified Barium Swallow Studies) for Medicare patients of the Home Health Agency for the period January 1, 2013 through December 31, 2013, at the rate of \$119.00. Ayes: Mrs. Watkins, Mrs. Price, Mr. Alloway. Nays: none. Abstain: Dr. Varian. Motion carried.

IN THE MATTER OF CONFIRMATION OF HIRING – WIC PEER HELPER

It was moved by Dr. Varian and seconded by Mr. Alloway that the Board confirm the hiring of Christie Brannon for the position of WIC Breastfeeding Peer Helper, at the rate of \$11.00 per hour for 40 biweekly hours effective January 22, 2013, subject to the standard 180-day probation. Ayes: Mrs. Price, Mrs. Watkins, Mr. Alloway, Dr. Varian. Nays: none. Motion carried.

IN THE MATTER OF ANNUAL EVALUATION – A. WALKER

The Administrator presented the annual performance evaluation for Environmental Clerical Specialist/Deputy Vital Statistics Registrar Angelena Walker, noting a job development inventory score in the *Achieves* range. It was moved by Mrs. Price and seconded by Mrs. Watkins that the Board accept the review. Ayes: Mr. Alloway, Dr. Varian, Mrs. Watkins, Mrs. Price. Nays: none. Motion carried.

IN THE MATTER OF HEALTH COMMISSIONER COMMENTS

Health Commissioner Dr. Boyd Hoddinott offered a synopsis of his recent interview on the WPKO/WBLL radio feature *In Sync*. He also announced that West Liberty resident Robert (Bob) Harrison has submitted a letter announcing his intent to be considered for appointment to the Board of Health in March, to replace outgoing member and current Vice President John Henschen.

IN THE MATTER OF MARCH MEETING DATE

It was the consensus of the Board to move the date of the regular March meeting to the second Wednesday, March 13, due a conflict of the Health Commissioner.

IN THE MATTER OF ADJOURNMENT

With no further matters requiring action, the meeting was adjourned without opposition by Mr. Henschen at 2:16 p.m.

John Henschen, Vice President

Boyd C. Hoddinott, M.D., Secretary